# Review for Word Exam Chapters 1 - 3

Test Date: Wednesday, October 7th



**Be able to do the following**:

* Change font typeface, style, and size
* Change font color and background
* Change paragraph alignment
* Select text using efficient selection techniques
* Use undo and redo
* Insert clipart into a document
* Resize and move clipart
* Create page borders
* Change margin settings and line spacing
* Add a header to a document
* Insert page numbers
* Use Click and Type
* Work with various methods of indention (first line and hanging)
* Insert and modify a footnote
* Insert and edit citations and sources
* Generate and format the Works Cited page
* Create manual page breaks
* Move and copy text
* Set custom tab stops using the tabs dialog box or ruler bar
* Create and work with bulleted and numbered lists
* Create paragraph borders
* Clear formatting
* Insert the date
* The parts of a letter (how many enters between)

**Know formats for the following documents**:

* Report in MLA Style including Works Cited page.
* Business letter format in **block style or modified block style with mixed or open punctuation. Also know what a letter head is and what to do if you don’t use one.**

**Suggestions for practice**:

* Graded Assessment—Chapter 2

Creating a Research Paper

* Graded Assessment—Chapter 3

Creating a Business Letter

* Practice Exercises at end of each chapter

Apply and Extend Your Knowledge

Make It Right and In-the-Labs 1-3